

***Rhode Island Department of Corrections
Consultant Services – Develop Offender Telephone System
Letter of Interest: LOI #7461306***



***Solicitation Information
May 2, 2013***

LOI # 7461306

**TITLE: CONSULTANT SERVICES - DEVELOP OFFENDER
TELEPHONE SYSTEM**

Submission Deadline: MAY 30, 2013 AT 11:30 AM (EST)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **May 16, 2013 at 12 Midnight**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Gail Walsh
Chief Buyer
State of Rhode Island
Division of Purchases

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

***Rhode Island Department of Corrections
Consultant Services – Develop Offender Telephone System
Letter of Interest: LOI #7461306***

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections (RIDOC), is requesting Letters of Interest for the procurement of consulting services to work with the RIDOC to assist with the business process analysis and requirements for a new Offender Phone System.

In accordance with Rhode Island General Law 5-70, Telecommunications, all respondents to this solicitation must be properly licensed by the State of Rhode Island to provide such services at the time of proposal submission.

INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS

- All respondents **MUST** register online at the RIVIP's Internet website @ www.purchasing.ri.gov. Proposals must be in accordance with the guidelines outlined in this request and the state's General Conditions of Purchase which can be accessed through the website.
- A fully completed and signed *RIVIP Bidder Certification Cover Sheet* – All four pages *should* accompany response submitted. Failure to make a complete submission inclusive of this four-page document may **result in disqualification**.
- Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
- Should there be a need for technical assistance in registering and/or downloading any document, call the RIVIP HELP DESK @ (401) 222-3766 or Lynda.moore@doit.ri.gov. Office Hours: 8:30 AM – 4:00 PM.
- All costs associated with developing or submitting documents in response to this Request and/or in providing oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
- All pricing submitted will be considered to be firm but negotiable during the development of scope requirements in conjunction with the availability of funds.

***Rhode Island Department of Corrections
Consultant Services – Develop Offender Telephone System
Letter of Interest: LOI #7461306***

- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any reason will be determined to be late and will not be considered. The official time clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases 2nd Floor, One Capitol Hill, Providence, Rhode Island.
- It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in Title 38, Chapter 2 of Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award is made.
- All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division of Purchases website at www.purchasing.ri.gov. Please include the W-9 in the **original proposal only**.
- The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
- Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential offerors to monitor the website and be familiar with any changes issued as part of an addendum.
- Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) - § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or raymond.lambert@hr.ri.gov.
- In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to

***Rhode Island Department of Corrections
Consultant Services – Develop Offender Telephone System
Letter of Interest: LOI #7461306***

do so from the Rhode Island Secretary of State (401) 222-3040. *This is a requirement only of the successful vendor(s).*

- The vendor(s) should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253, visit the website at www.mbe.ri.gov, or contact charles.newton@doa.ri.gov.

The State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

SCOPE OF WORK

The chosen vendor will be required to develop a needs assessment, present recommendations to the RIDOC and develop a technical scope of work as part of a Request for Proposal (RFP) document that will be the foundation for a public procurement process. The vendor will also serve as a technical consultant and project liaison representing the RIDOC's interest during project implementation.

The goal is aimed at implementing new technology to:

- Improve the quality of recorded phone calls
- Increase the ease of the offender's use
- Increase the reliability and dependability of equipment
- Increase reporting and surveillance functionalities for increased security in the institutions
- Automate manual processes eliminating the need for RIDOC staff to be involved in day-to-day transmission or payment transactions

The successful vendor chosen shall have experience and capabilities in the following areas:

- Significant understanding of the correctional environment
- Be an unaffiliated, independent party from any telecommunications company that would potentially submit a response to a solicitation
- Experience in developing needs assessments and presenting system solutions or options available to meet the owner's needs
- Knowledge of various technologies available in the marketplace for offender telephone systems
- Experience in writing Request for Proposals, analyzing submissions and with developing recommendations for awards in a public solicitation process
- Experience in project implementation involving multiple locations and a complex telecommunications environment.

***Rhode Island Department of Corrections
Consultant Services – Develop Offender Telephone System
Letter of Interest: LOI #7461306***

Respondents shall present their qualifications to provide the above stated consulting services. An hourly rate and detail of hours shall also be outlined that ties back into the overall proposed cost of the contract.

Interested respondents are instructed to submit a Letter of Interest with a defined scope of work, description of relevant work experience and cost to the Department of Administration, Division of Purchases, in accordance with the below instructions.

PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time listed on the cover sheet of this solicitation. **Send questions in Microsoft Word format.** Please reference the LOI# on all correspondence. Questions received, if any, will be posted and answered on the Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766 or lynda.moore@doit.ri.gov.

Proposals (an original plus 4 copies) are to be either mailed or hand-delivered in a sealed envelope marked: **“LOI #7461306 – Consultant Services – Develop Offender Telephone System”** by the date and time listed on the cover page of the solicitation (date and time for submission may be modified by addendum) and should include the following:

1. A completed and signed four-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A **separate sealed** Cost Proposal as described above.
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar projects, as well as the work plan or approach proposed.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov. **Please attach to original proposal only.**

Deliver to:

**RI Dept of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908**

NOTE: Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or e-mailed to the Division of Purchases will not be considered. The “official” time clock is located in the Division of Purchases Reception area.

5. In addition to multiple hard copies of proposals required, vendors shall provide one (1) copy of their technical proposal and one (1) copy of their cost proposal in electronic format (CD-ROM). Microsoft Word/Excel or PDF format is preferable.

***Rhode Island Department of Corrections
Consultant Services – Develop Offender Telephone System
Letter of Interest: LOI #7461306***

TECHNICAL PROPOSAL REVIEW CRITERIA

A technical review team convened by the Rhode Island Department of Corrections will review each complete proposal using these criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	15 Points
Minority Business Enterprise Consideration [Offeror is a registered Minority Business Enterprise, or proposal includes workable plan for use of MBE in subcontracts]	5 Points
Total Possible Technical Points	70 Points
Cost calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

A selection committee will evaluate submitted proposals on the basis of the above criteria items. The committee will then make a qualification based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. *The proposal must receive a minimum of 50 technical points to warrant further consideration. Proposals receiving less than the minimum technical points will not have their cost proposals opened or evaluated.*

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

In accordance with Rhode Island General Law 5-70, Telecommunications, all respondents to this solicitation must be properly licensed by the State of Rhode Island to provide such services at the time of proposal submission.